



City of Rochester
Civil Service

Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614
The City of Rochester is an Equal Opportunity Employer
Candidates must record Examination number and Title on the Application

Job Title	: ASSISTANT HVAC ENGINEER	NON-REFUNDABLE \$15.00
Exam No.	: OC-60067	APPLICATION FEE <u>MUST</u> BE PAID
Salary Range	: \$24.56 - \$28.81/Hour	BY 5:00 PM AUGUST 7, 2015

There is no residency requirement for participation in examinations. For all new hires to the City of Rochester, residency in the City of Rochester at the time of appointment for part time, or within one year from appointment for full time, is a requirement per the Residency Requirement Administrative Policy, except for positions specifically exempt under State law or cooperatively governed with Monroe County. Continuous residency is required throughout employment. Copies of the City Residency Requirement Policy are available in the Department of Human Resource Management, 30 Church Street, Rm 103A, Rochester, NY 14614, (585) 428-7115, HR@cityofrochester.gov.

MINIMUM QUALIFICATIONS: High school diploma** or Equivalent**:

Two (2) years of experience with high pressure steam and/or refrigeration equipment, one (1) year of which must involve operating the equipment, and one (1) year of which must involve installation, maintenance, and repair.

**Candidates who expect to receive this degree or diploma by August 1, 2016, may participate in the examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Rochester Examination Administration unit. Proof must be submitted no later than 2 (two) months after the completion of your degree or diploma; failure to do so will result in removal of your name from this list.

SPECIAL REQUIREMENTS:

1. Possession of either a City of Rochester R-4 Refrigeration Engineer's License **OR** City of Rochester Third Class Stationary Engineer's License within 18 months of appointment.
2. Possession of an EPA Recovery Universal Certificate at time of application.
3. Valid NYS Class D operator's license at time of appointment. Licensure must be maintained throughout employment in this title.

DESCRIPTION OF DUTIES: **Candidates who expect to receive this degree or diploma by August 1, 2016, may participate in the examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Rochester Examination Administration unit. Proof must be submitted no later than 2 (two) months after the completion of your degree or diploma; failure to do so will result in removal of your name from this list.

TYPICAL WORK ACTIVITIES:

Operates and performs general repairs to a wide range of heating, refrigerating, ventilating, air conditioning, swimming pool, and ice rink equipment;
Performs all required preventive maintenance: lubrication, changing belts and filters, etc.
Identifies equipment problems and performs necessary service;
Reports to supervisor all equipment or system problems which are beyond the repair capabilities of the employee;
Responds to maintenance work requests and tenant complaints;
Responds to air quality issues at City facilities by testing for humidity, temperature, and carbon monoxide;
Assists HVAC Engineers in the servicing and installation of HVAC and associated equipment;
Identifies, suggests, and implements energy conservation measures as directed;
Tests and treats water used in HVAC systems in order to prevent growth of fungi and bacteria;
Tests and treats swimming pool water for clarity and maintains a log sheet of activities to be submitted to the Health Department;
Operates, maintains, and monitors a building automation system;
Keeps operating logs for all HVAC equipment under employee's charge;
Monitors and maintains emergency generators by performing weekly checks to assure operational integrity;
Drives city vehicle to work locations.

SCOPE OF EXAMINATION: This exam is designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. **Operation, maintenance, and repair of pumps, motors, valves, mechanical and electrical equipment** - These questions test for knowledge of the principles and practices involved in the operation, maintenance, and upkeep of various types of mechanical and electrical equipment, including pumps, valves, electric motors, and similar types of equipment.

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Application Deadline: AUGUST 7, 2015

Application must be received or post marked by the application deadline date otherwise this application will be rejected.

Examination Date: SEPTEMBER 12, 2015

Issue Date: JULY 13, 2015

The City does not discriminate on the basis of handicap status in its programs, activities or employment.

- 2. Reading and interpretation of plans and specifications** - These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems.
- 3. Principles and practices of air-conditioning and refrigeration** - These questions test for knowledge of the principles, practices, materials, and equipment involved in the operation, maintenance and upkeep of air-conditioning and refrigeration systems; and may include such areas as the operating processes and equipment involved in various types of air-conditioning and refrigeration systems; troubleshooting symptoms of problems in air-conditioning and refrigeration systems and determining proper remedial actions; and safe operating practices when working with air-conditioning and refrigeration systems.
- 4. Principles and practices of heating and ventilating systems** - These questions test for knowledge of the principles, practices, materials and equipment involved in the operation, maintenance and upkeep of heating and ventilating systems; and may include such areas as the operating processes and equipment involved in various types of heating and ventilating systems; troubleshooting symptoms of problems in heating and ventilating systems and determining proper remedial actions; and safe operating practices when working with heating and ventilating systems.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Use of calculators is ALLOWED for this exam. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited.

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WEIGHT: The written test will contribute 100% to the final score.

RATING: This examination will be rated in accordance with Section 23.2 of the Civil Service Law. The provision of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two (2) weeks before the test date to make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. To notify the City of Rochester that you will be taking more than one exam on the same day, please submit a Cross-Filer form. To access the City of Rochester’s Cross-Filer form and other employment forms, please copy the following into your browser: <http://www.cityofrochester.gov/article.aspx?id=8589935785>

GENERAL INFORMATION:

Applications: Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website www.cityofrochester.gov. A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.

Application Fee: An Examination Application Fee is charged for the City of Rochester to process a candidate’s examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications. ***There will be no exceptions to this requirement.*** There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

Eligible Lists: Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

Change of Address: You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

Admission to the Exam: If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7454.

Residency Requirements: There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.

Military Candidates: Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is by a DD214 or other official military document that substantiates the applicant’s active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

Veterans: To apply for your Veterans’ or Disabled Veterans’ Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at www.cityofrochester.gov, click on Jobs and then the Employment Forms link. Your Veterans’ Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans’ Credits CANNOT be added to your score after the eligible list has been established. Veterans’ Credits can only be added to a passing score. You may waive using your Veterans’ Credits any time prior to appointment. You may use your Veterans’ Credits for hire only once in your lifetime.

Additional Exam Credits: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Alternate Testing Arrangements: If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester’s Alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.

Preferred List Applicants: Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.